

77th Annual Meeting of the State Bar of California

October 7-10, 2004

PROGRAM PLANNING FORM

Complete and return this form before **August 27, 2004** to: {Insert Your Name, Address, fax Number Here}

SECTION A: PROGRAM DATA

Sponsoring Group: _____

Program Number: _____ **Date/Time:** _____

Program Title: _____

Speaker Name: _____

☐ I will submit Written Materials for this program and/or _____ will submit Written Materials for this program.

☐ Please do not Tape my program

SECTION B: AUDIO-VISUAL EQUIPMENT NEEDS

Two table microphones, a standing lectern with microphone and one mixer will automatically be provided in each room. The cost of any additional equipment requested will be charged back to the sponsoring group. **On-Site equipment requests will not be accommodated.** Please check one of the following statements:

☐ I do not need additional audio/visual equipment.

☐ I need the following additional equipment:

Video/Data Playback/Projection Equipment:

Other:

☐ Carousel Slide Projector (35mm) \$50

☐ Flip Chart with Markers \$25

☐ Projector Wireless Remote Control \$20

☐ Whiteboard with Markers \$25

☐ SVGA LCD Projector \$400

☐ Specify: _____

☐ Overhead Projector \$32

☐ 1/2" VHS VCR Player \$75

☐ 26" Video Monitor & Cart \$75

☐ Internet Access (Costs TBD): ☐ Analog Line

☐ DID Line

☐ ISDN Line

☐ T1 Line

Audio Equipment

☐ Extra Table Microphone \$25

☐ Wireless Lavalier Microphone \$100

☐ Wireless Hand/Held Microphone \$100

Reviewed By: _____

Date: _____